

Module 8

Chapter 1

Maintaining the Payroll System Code and Payroll Office Identification

Purpose

To provide the steps to access the **Position** window to verify or modify the payroll system code and/or Payroll Office Identification (POID).

Before You Begin

- Insure appropriate servicing payroll system identification is resident in the position record before assigning the employee to the position.
 - (1) Payroll System: All Appropriated Fund positions are established with payroll system default value “**D**” indicating DCPS payroll servicing. Default value can be overwritten as needed in the “Additional Position Details” area of the **Position** Window. Positions that are not paid by the DCPS should reflect a value of “**Q**”.
 - (2) Payroll Office ID (POID): The DCPS maintains all DoD Appropriated Fund employee pay accounts in one of eight separate payroll databases. Each database is identified in the employee’s DCPDS record by a two-character code that identifies the servicing payroll database.

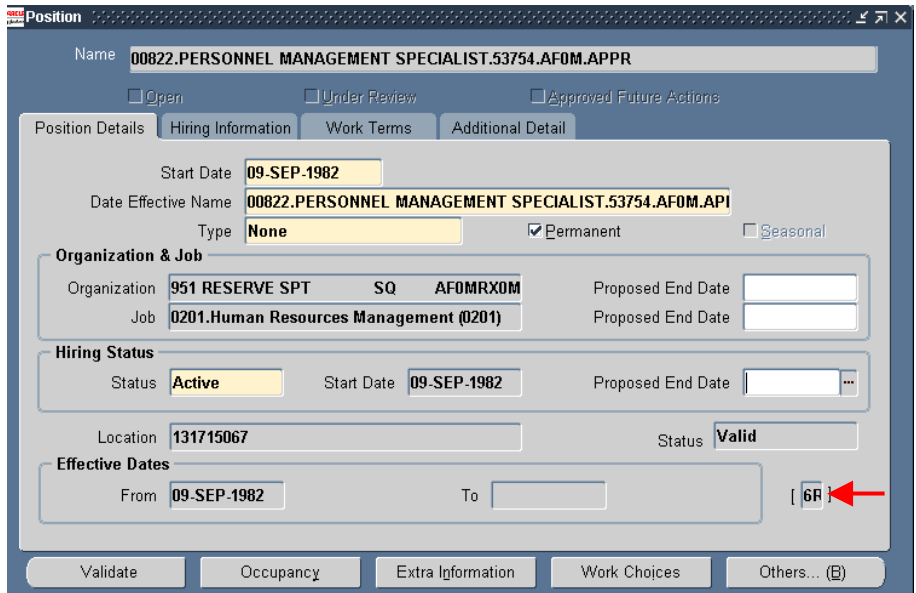
POID	DCPS Database ID	Payroll Office Number	Location / Database Type
CH	ZGT	97380600	Charleston, Regular
CY	ZL0	97380700	Charleston, Shipyard
DE	CP1	97380100	Denver, Regular (Serviced at Pensacola site)
FA	ZFA	97381100	Charleston, Overseas Alternate
FF	ZFR	97381000	Charleston, Overseas Regular
OA	OMA	97380800	Denver, Omaha Alternate
PE	ZKA	97380500	Pensacola, Regular
RE	ZKE	97381200	Pensacola, EOP

Maintaining the Payroll System Code and Payroll Office Identification, Continued

Maintaining the Payroll System Code and POID

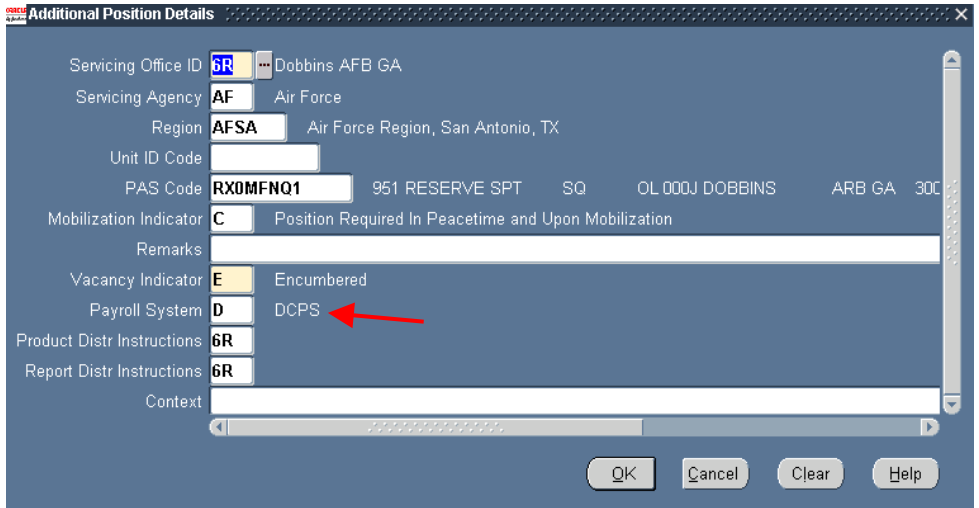
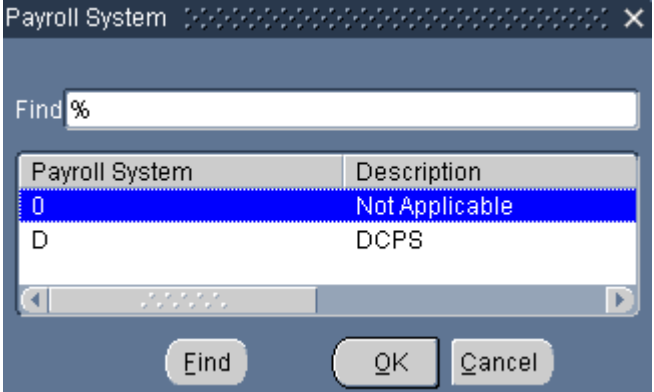


Caution: The process provided in this chapter is intended only for correction of erroneously assigned payroll office ID or payroll system or redesignation of payroll office ID PRIOR to assigning an employee to the position. Gain and loss transactions will be written to the affected payroll database when encumbered positions are modified. Realignment of servicing payroll office may only be accomplished following approval of agency designated OPR and DFAS authorities through CPMS.

Step	Action
1	Navigation Path → <i>Work Structures</i> → <i>Position</i> → <i>Description</i> → <Open> .
2	<p>The Position window opens. Query for the Position you need. DateTrack to the effective date of the POID change or the date the employee entered the position. Click the DDF that contains the SOID (next to the <i>Status</i> data field).</p> 

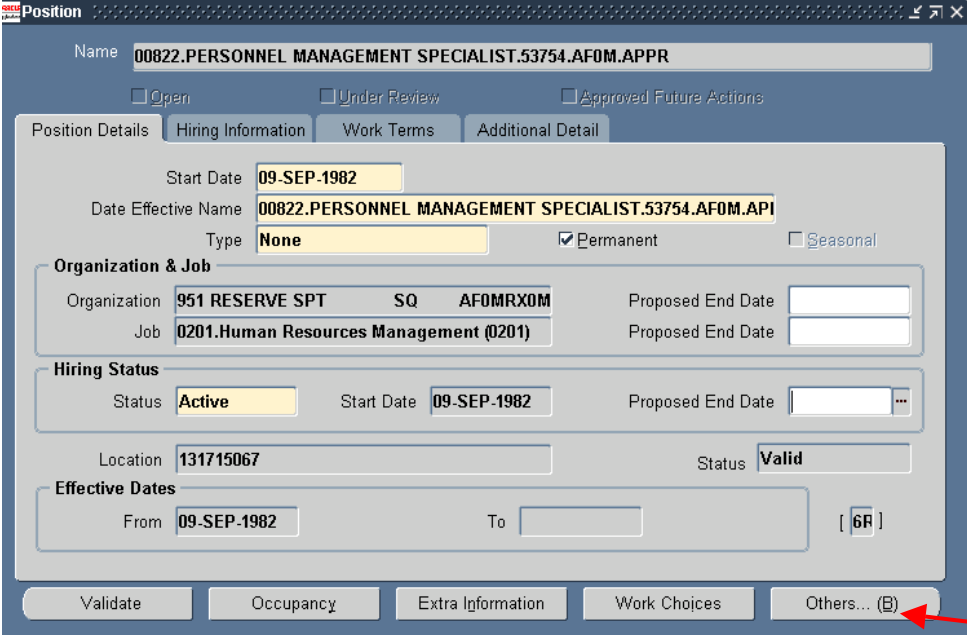
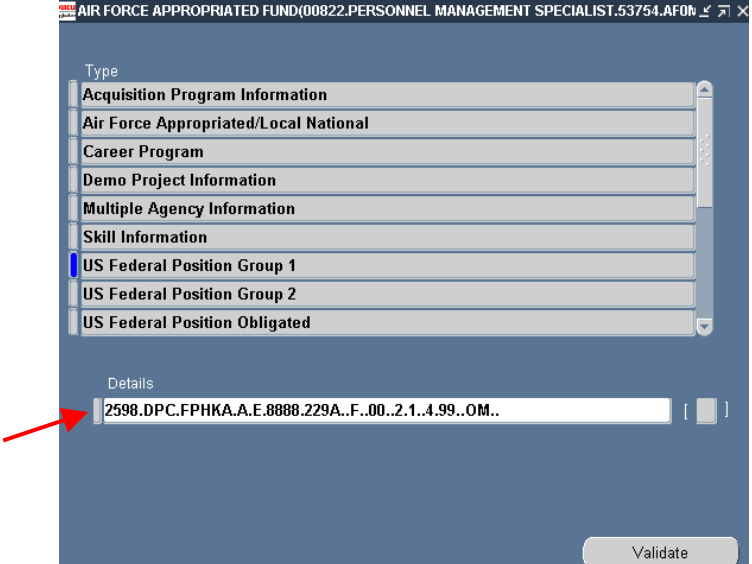
Continued on next page

Maintaining the Payroll System Code and Payroll Office Identification, Continued

Step	Action
3	<p>The Additional Position Details window opens. Click in the Payroll System data field and either select the appropriate value from the LOV or type in the information to populate the data field. Click the <OK> button.</p>  <p>Note: The <i>Payroll System</i> data field is a required data field. Click DCPS and click the <OK> button.</p> 

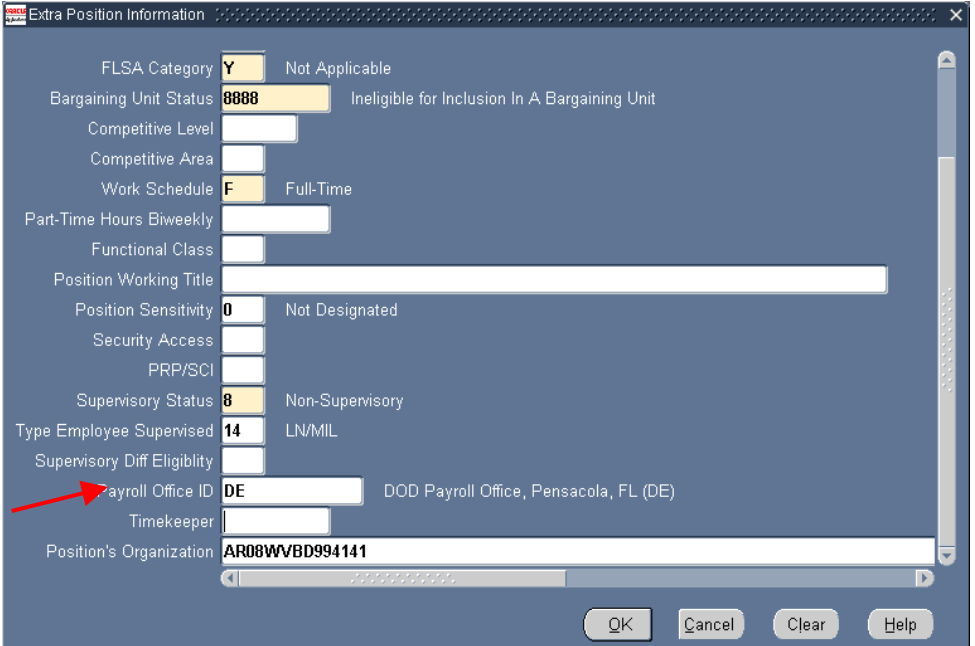
Continued on next page

Maintaining the Payroll System Code and Payroll Office Identification, Continued

Step	Action
4	<p>In the Position window, click <Others>. The Navigation Options Window opens. Select your agency and click <OK>.</p> 
5	<p>The Extra Position Information window opens. Select US Federal Position Group 1. Then Click the <i>Details</i> data field.</p> 

Continued on next page

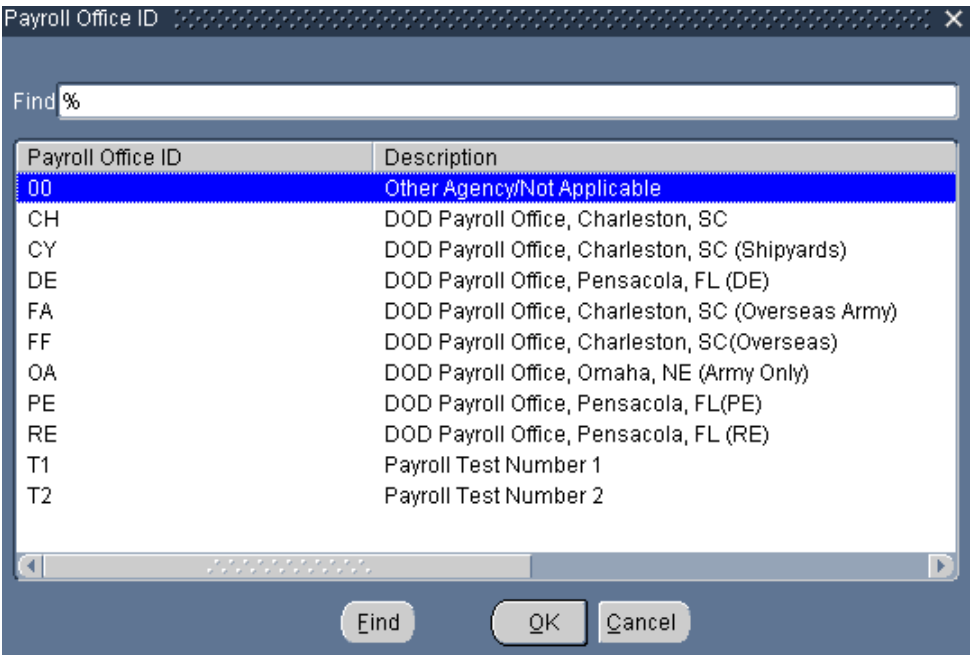
Maintaining the Payroll System Code and Payroll Office Identification, Continued

Step	Action
6	<p>The Extra Position Information window opens. Place your cursor in the Payroll Office ID data field and click the LOV.</p> 

Continued on next page

Maintaining the Payroll System Code and Payroll Office Identification, Continued

Maintaining the Payroll System Code and POID (continued)

Step	Action
7	<p>Select the appropriate POID value from the LOV and click <OK>. Only those entries identified as “DOD Payroll Office” are appropriate for DCPS.</p>  <p>Note: In most cases the Payroll Office ID is determined based on the owning agency of the position. With the exception of overseas positions and Navy shipyard locations, most agency payroll is managed in a single database. Some agencies have opted to include their overseas positions in the one rather than utilizing the overseas specific databases identified as “FF” and “FA”</p>
8	Save your action.
9	<p>Change of Payroll System Code or POID will invalidate the position. Return to the Position window, DateTrack to the correct effective date of the correction, and click <Validate> to complete the position change.</p> <p>Note: Reset your Date Track.</p>